

TUITION EXCHANGE (TE) PROGRAM

WHEELOCK COLLEGE GUIDELINES

Effective for September, 2006

The Tuition Exchange (TE) provides a reciprocal scholarship exchange program for family members of full-time faculty and staff among its members of over 560 colleges and universities located in 46 states and the United Kingdom.

The primary obligation of a member institution is to maintain a balanced exchange pattern, a reasonable match between student "exports" and student "imports". A member institution may import as many as it wishes. It may not, however, export more than it imports. Institutions with many candidates seeking TE Scholarships usually limit awards offered.

All students must apply for admission to the institution they wish to attend and that institution determines admission and admission procedures.

The following guidelines are applicable to WHEELOCK COLLEGE employees who participate in the TE program.

1. **ELIGIBLE EMPLOYEE:** Any currently employed Wheelock College full-time faculty or staff member, who has completed two (2) or more year(s) of continuous full-time service as of September 1 of the current academic year may request "Certification" (sponsorship) from Human Resources.
2. **FAMILY MEMBER:** Any child born to an employee, legally adopted by an eligible employee, or for whom legal guardianship can be documented, shown as a dependent on federal taxes, and of traditional undergraduate age.
3. **CANDIDATE:** The family member of an eligible employee who has been certified (sponsored) by Wheelock college for full time undergraduate degree study at a college or university that participates in the Tuition Exchange program. Scholarships are not granted through Wheelock College for graduate study, non-degree study, second undergraduate degrees, or part-time study.
4. **MAXIMUM SCHOLARSHIP:** TE scholarships will not exceed a maximum of eight (8) semesters per employee of continuous undergraduate study. The TE scholarship will be awarded to only one family member at a time. The Wheelock faculty or staff member must be employed on a full-time basis by Wheelock College for the entire time the scholarship is in effect.
5. The Tuition Exchange Liaison Officer is: Susan R. Fedo, Director of Human Resources.

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6. By February 15th of each academic year family members of Wheelock College faculty and staff who wish to be considered for TE will notify the TE Liaison Officer of intent and formally register.
7. Once the number of ‘Imports’ for the year is known (by April 15th or earlier) of each academic year, Wheelock believes it will be in a position to determine how many new students can be certified.
8. If the number of applicants is equal to the number of slots available, each applicant will be given the opportunity to seek a TE scholarship, and Wheelock College will sponsor the prospective student by certifying him or her as a TE Candidate and sending notice of certification to as many as six (6) TE member schools to which the candidate has applied (or plans to apply).
9. If the number of prospective candidates exceeds the number of slots, candidates will be selected on the following priority ranking:
 1. First priority will be given to applicants based on employment seniority of the parent faculty/staff member. Seniority is based on years of full-time service at Wheelock College
 2. Among applicants whose parents have the same years of seniority, priority will be determined by financial need as measured by the Parent's Confidential Statement (Financial Aid Application document).
 3. Last priority will be given to students with family members who have already received a TE scholarship for two or more years.

Answers to any questions that arise in the course of Wheelock participation in the TE Program will be determined by the TE Liaison Officer (Director of Human Resources) in consultation with a designated member of the Wheelock Institutional Leadership Team and with the TE on policy and practice.

The Wheelock TE Guidelines will be reviewed annually and updated by Human Resources and distributed to the Wheelock community

November, 2005

